

**VERNON PARISH SCHOOL BOARD  
201 BELVIEW ROAD  
LEESVILLE, LA. 71446  
(337) 239-1697**

**MEDICATION ADMINISTRATION POLICIES**

---

**DATE**

**Dear Parent/Guardian:**

**The State Board of Elementary and Secondary Education and the Louisiana State Board of Nursing have recently adopted a new policy regarding the administration of medications to students in Louisiana public schools. To comply with the regulations in this new policy, we must request the following before we can administer medication to your child.**

- 1. The parent or guardian must bring the medication to the school, including prescription refills. Students may not bring their own medications to school. No more than a 25 day supply of medication may be kept at school.**
- 2. Bring only those medicines to school that your child's physician states are necessary to be given during school hours.**
- 3. All prescription medicines must be brought to school in a properly labeled prescription container.**
- 4. The parent/guardian must sign a medication permit form. A new form is required at the beginning of each school year and when any changes are made in the medication.**
- 5. The parent/guardian must bring a signed doctor's order to include the student's name, dosage, times to be given, diagnosis, possible side effects and termination date. A new order is required at the beginning of each school year and when any changes are made in the medication, including discontinuing of medication.**
- 6. All non-prescription medicines must be sent in the original container and a physician's order form and statement of need is necessary.**
- 7. On days when schools are dismissed at or prior to noon, school personnel will not be responsible for administering midday medications.**

- 8. Medications will be administered to students on field trips only when absolutely necessary.**

**We must comply with these policies to assure the safety of your child. If you have any questions or need assistance in this matter, please contact our office at 239-3401. Thank you for your assistance in this matter.**

---

**Tom Neubert, Supervisor  
Attendance and Child Welfare**

## **ADMINISTRATION OF MEDICATION POLICIES AND PROCEDURES**

**Adopted September 2, 1993**

**Amended January 6, 1995**

### **REVISION OF INJECTABLE MEDICATION:**

**Do not give injectable medications at school except in emergency situations. The only injectable medication that will be administered in schools by trained personnel will be the epi-pen for allergic reactions to insect stings and the glucagons emergency kit for unresponsive diabetics having an insulin reaction. There must be written permission from the physician; there must be written request and permission the parent or legal guardian for the procedure; and the injection must be given by a trained school personnel who have completed child specific training given by one of the school nurses. The administration of injectable medication will be under the supervision of trained school personnel or the school nurse.**